

AGREEMENT

Between

BOARD OF LIBRARY TRUSTEES  
OF THE CITY OF CLIFTON  
Passaic County, New Jersey

and

CLIFTON CITY EMPLOYEES' ASSOCIATION  
LIBRARY UNIT

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JANUARY 1, 2000 THROUGH DECEMBER 31, 2003

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## TABLE OF CONTENTS

<u>Article</u>	<u>Title</u>	<u>Page</u>
	Preamble . . . . .	1
I	Employee Evaluation Procedure . . . . .	2
II	Recognition . . . . .	4
III	Non-Discrimination . . . . .	5
IV	Grievance Procedure . . . . .	6
V	Dues Deduction . . . . .	12
VI	Management Rights . . . . .	14
VII	Travel With Personal Vehicle . . . . .	16
VIII	Vacancies . . . . .	17
IX	Hospitalization and Insurance . . . . .	18
X	Sick Leave, Personal Days, Terminal Leave . . . . .	23
XI	Leaves of Absence . . . . .	29
XII	Bereavement Leave . . . . .	31
XIII	Vacations . . . . .	33
XIV	Holidays . . . . .	35
XV	Salaries . . . . .	37
XVI	Longevity . . . . .	38
XVII	Emergency Pay . . . . .	39
XVIII	Hours of Work . . . . .	40
XIX	Clothing Allowance . . . . .	46
XX	Temporary Assignments . . . . .	47
XXI	CCEA Executive Board Meetings . . . . .	48

TABLE OF CONTENTS

<u>Article</u>	<u>Title</u>	<u>Page</u>
XXII	Death Benefits . . . . .	49
XXIII	Personnel Files . . . . .	50
XXIV	Equipment . . . . .	51
XXV	Agency Shop . . . . .	52
XXVI	Separability and Savings . . . . .	55
XXVII	Completeness of Agreement . . . . .	56
XXVIII	Maintenance of Work Operation . . . . .	57
XXIX	Residency . . . . .	59
XXX	Maternity Leave . . . . .	60
XXXI	Term and Renewal . . . . .	62
	Signature Page . . . . .	63

PREAMBLE

THIS AGREEMENT this 20<sup>th</sup> day of June, 2001, by and between the CLIFTON PUBLIC LIBRARY BOARD OF TRUSTEES, in the County of Passaic, New Jersey, hereinafter referred to as the "Library Board" and the CLIFTON CITY EMPLOYEES' ASSOCIATION (Library Unit), hereinafter referred to as the "Association".

## ARTICLE I

### EMPLOYEE EVALUATION PROCEDURES

A. Library Employees shall be evaluated by the Director/Acting Director. The Director/Acting Director may consult with the immediate Supervisor of the Employee as he sees fit. The text of the evaluation is confidential and shall only be revealed to the Director/Acting Director, Secretary to the Director, Library Board and the Employee. Said evaluations shall be given annually and should coincide with the anniversary of the Employee's date of hiring. An Employee shall be given a copy, for his own use, of any evaluation report prepared at least one (1) day before any conference to discuss it. An Employee has the right to a conference with any person whose signature appears on the report prior to the Employee's signing the report. No such report shall be placed in the Employee's personnel file or otherwise acted upon without prior conference with the Employee. No Employee shall be required to sign a blank or incomplete evaluation form. An Employee's refusal to sign the evaluation form per se will not lead to disciplinary action. A notice will be placed in the Employee's file where the Employee has refused to sign the evaluation form to note that said form has been received and acknowledged. Following the aforementioned conference, the Employee shall have three (3) working days in which to study and respond to the evaluation and conference if he so wishes.

B. In the event that additions, deletions, or other changes are made on an evaluation report following the Employee's signing that evaluation, the changes shall be dated and initialed by the evaluators responsible. The Employee shall receive all copies of the altered report, and have three (3) working days in which to study and respond to the changes if he so wishes.

C. No Employee shall be given an adverse evaluation without just cause.

## ARTICLE II

### RECOGNITION

A. The Library recognizes the Association as the exclusive representative for the purpose of collective negotiations with respect to terms and conditions of employment for full-time and part-time (as hereinafter defined) non-uniformed civil service Employees employed by the Library, but excluding confidential Employees and managerial executives within the meaning of the New Jersey Employer-Employee Relations Act, N.J.S.A. 34:13A-1 et seq.

B. Reference to male Employees shall include female Employees.

C. For the purposes of this Agreement, a full-time employee is one who works thirty-five (35) hours per week. A part-time employee is anyone who does not qualify as a full-time employee. No full-time employee may have his or her status changed to that of a part-time employee without the employee's consent. Nothing contained herein shall restrict the Library's right to terminate, suspend or layoff employees for budgetary or disciplinary reasons; or restrict employee layoff rights pursuant to Chapter 8 of Title 4A of the New Jersey Administrative Code or any successor regulations.

## ARTICLE III

### NON-DISCRIMINATION

A, There shall be no discrimination by the Library or the Association against an Employee on account of race, color, creed, sex, religion or national origin.

B. There shall be no discrimination, interference, restraint or coercion by the Library, or any of its representatives against any of the Employees covered by this Agreement because of their membership or non-membership in the Association or because of any lawful activities by such Employees on behalf of the Association. The Association, its members and agents, shall not discriminate against, interfere with, restrain or coerce any Employees covered under this Agreement who are not members of the Association.

## ARTICLE IV

### GRIEVANCE PROCEDURES

#### A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems which may arise affecting the terms and conditions of this Agreement. The parties agree that this procedure may be kept as informal as may be appropriate.

2. Nothing herein contained shall be construed as limiting the right of any Employee having a grievance to discuss the matter informally with the Library Director and having the grievance adjusted without the intervention of the Association, except that the Association shall be notified of any such meeting, and shall have the right to attend such meeting, and no such adjustment shall contravene the terms of this Agreement.

#### B. Definition

1. A "grievance" as used herein means any controversy arising over the interpretation, application or alleged violation of this Agreement or any complaint arising with respect to wages, hours of work or other conditions of employment, and policies which are administrative decisions that affect the terms and conditions of employment of Employees covered by this Agreement and may be raised by an individual, a group of individuals, the Association on behalf of an individual or group of individuals.

### C. Steps of the Grievance Procedure

The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement and shall be followed in its entirety unless any step is waived by mutual consent.

#### STEP 1.

1. An aggrieved Employee shall file his grievance in writing with the Library Director or his designee within ten (10) calendar days of the occurrence or reasonable knowledge of the occurrence of the grievance and an earnest effort shall be made to settle the differences by the aggrieved Employee and the Library Director informally.

2. If such differences cannot be settled informally, the Library Director or his designee shall render a decision in writing within ten (10) calendar days after the grievance has been filed.

#### STEP 2.

1. If the grievance has not been satisfactorily resolved in Step 1 and the grievance involves an alleged violation of this Agreement only, then within ten (10) calendar days after the determination by the Library Director or his designee, the aggrieved shall submit their grievance in writing to the Library Board, or its designee, through the Board's secretary.

2. The Library Board, or its designee, shall hold the hearing on such grievance at the first regular Library Board meeting in which is held (11) days or more following the submission of the written grievance to the Board's secretary. It is understood that any grievance-hearing before the Library Board or designee, which involves disciplinary action, shall constitute a departmental hearing within the meaning of N.J.A.C. 4:1-5.1(a)(1), and the decision of the Library Board or its designee following said hearing shall constitute the Final Notice of Disciplinary Action within the meaning of N.J.A.C. 4:1-5.1(1)(3). Disciplinary grievances shall be reviewed by the full Library Board, however minor disciplinary grievances shall not be appealable beyond this step. Major disciplinary action may be appealed pursuant to New Jersey State Statutes and Regulations.

STEP 3.

1. If the grievance is not resolved to the satisfaction of the grievant, at Step 2, the aggrieved's remedy shall be action with one of the following:

- (a) The Civil Service Commission;
- (b) The Public Employment Relations (PERC);

or

- (c) Binding Grievance Arbitration. (Grievance Arbitration shall be subject to the rules of the Public Employment Relations Commission.)

2. Resorting to Binding Grievance Arbitration

shall be subject to the following conditions:

(a) The Association shall have the right to demand arbitration in its own name or on behalf of the aggrieved. Notice of such demand shall be provided to the employer within thirty (30) days of receipt of the written decision at Step 2.

(b) Disciplinary actions may not be submitted to arbitration. Only controversies arising over the interpretation, application or violation of any of the provisions of this Agreement may be the subject of arbitration. No matter may be taken to arbitration which has been submitted to the Civil Service Commission or the Public Employment Relations Commission. No matter submitted to arbitration may be taken to the Civil Service Commission or the Public Employment Relations Commission.

(c) Arbitration shall be held before an Arbitrator designated by either the Public Employment Relations Commission or by the New Jersey State Board of Mediation at the option of the demanding party, and the procedures followed shall be in accordance with the respective rules and regulations of the Public Employment Relations Commission or the State Mediation Board, whichever are applicable.

(d) The Award of the Arbitrator shall be final and binding. The Arbitrator shall have no power to add to, subtract from, modify or delete any terms or conditions of the Collective Bargaining Agreement.

(e) The expense of the Arbitrator's fees shall be shared equally by the Library and the Association. Each party shall bear its own legal expenses and witness fees and related expenses attendant to the proceedings.

D. Library's Grievances

1. If the Library Board or Library Director shall have a grievance with an Employee of the Library, the Board or its Director may institute under the provisions of this Section within ten (10) calendar days after the event giving rise to the grievance has occurred.

2. Such grievance shall be in writing and filed directly with the Association and an earnest effort shall be made to settle the differences between the Library and the Association.

3. If such grievance is not resolved, the Library's remedy shall be action before one of the following:

- (a) The Civil Service Commission
- (b) Public Employment Relations Commission or
- (c) Binding Arbitration, as provided for in Step 3 of this Article.

E. The Time Limits Expressed Herein Shall be Strictly Adhered To:

If any grievance has not been initiated in the time limits specified, then the grievance shall be deemed to have been abandoned. If any grievance is not processed to the next succeeding step in the grievance procedure, within the time limits specified, then the disposition of the grievance in the last preceding step shall be deemed to be conclusive. If a decision is not rendered within the time limits prescribed for decision in any step in the grievance procedure, then the grievance shall be deemed to have been denied. Nothing herein shall prevent the parties from mutually agreeing to extend or contract the limits provided for processing the grievance at any step in the grievance procedure.

F. Conferences and Hearings Shall Be Held at the Main Library

A representative of the Association and up to two (2) witnesses whose presence is required to resolve a grievance, shall be released from work without loss of regular straight-time pay for the purpose of participation in such a grievance.

ARTICLE V

DUES DEDUCTION

A. The Library, through the City, agrees to deduct from the salaries of its Employees, subject to this Agreement, dues for the Association. Such deductions shall be made in compliance with N.J.S.A. 52:14-15.9(e), as amended.

B. A check-off shall commence for each Employee who signs an authorization card supplied by the Association, during the month following the filing of such card with the Library.

C. If during the life of this Agreement, there shall be any change in the rate of membership dues, the Association shall furnish the Library written notice thirty (30) days prior to the effective date of such change and shall furnish to the Library either new authorizations from its members showing the authorized deduction for each employee, or an official notification on the letterhead of the Association signed by the President of the Association advising of such change in deductions.

D. The Association will provide the necessary "check-off" authorization forms, and the Association will secure the signatures of its members on the form to the Library.

E. Any such written authorization may be withdrawn at any time by the filing of notice of such withdrawal with the Library. Filing of Notice of Withdrawal shall be effective to halt

deductions as of January 1<sup>st</sup> or July 1<sup>st</sup> next succeeding the date on which Notice of Withdrawal is filed.

F. The Association shall indemnify, defend and save the Library harmless against any and all claims, demands, suits, or other forms of liability arising out of any aspect of said dues deduction.

## ARTICLE VI

### MANAGEMENT RIGHTS

A. The Library hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the Laws and Constitution of the State of New Jersey and of the United States, including, but without limiting, the generality of the foregoing rights:

1. Carry out the statutory mandates and goals assigned to a Library utilizing personnel, methods and means in the most appropriate and efficient manner possible.

2. Manage Employees of the Library, to hire, promote, transfer, assign or retain Employees in positions within the Library and in that regard to establish reasonable work rules.

3. Suspend, demote, discharge or take other appropriate disciplinary action against an Employee for just cause; or to lay off Employees in the event of lack of work or funds or under conditions where continuation of such work would be inefficient and non-productive. This paragraph is specifically subject to N.J.S.A. 11A:8-1.

B. The exercise of the foregoing powers, rights, authority, duties, and responsibilities of the Library, the adoption of policies, rules and regulations, and practices, and the

furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only to by the specific and express terms of this Agreement and then only to the extent of such specific and express terms thereof are in conformance with the Constitution and Law of the State of New Jersey and of the United States.

C. Nothing contained herein shall be construed to deny or restrict the Library of its rights, responsibilities, and authority under any other National, State, County or Local Laws or Ordinances.

## ARTICLE VII

### TRAVEL WITH PERSONAL VEHICLE

Employees may use their own personal vehicle for library business provided they provide proof of insurance and a signed waiver no less often than once per year. An employee using their personal vehicle shall not be reimbursed for any expenses incurred when personal vehicle is used.

## ARTICLE VIII

### VACANCIES

A. The Library Board, in its sole discretion, may increase or decrease the number of the Library's work force. The Library Board may, in its sole discretion, abolish or add positions in the Library system. The Library Board, in its sole discretion, may fill or leave unfilled existing job vacancies.

B. The filling of job vacancies is recognized as a managerial prerogative and not subject to the terms of this Agreement. However, when a vacancy is filled, it shall be filled pursuant to existing Civil Service Rules and Regulations.

C. The Library, shall, in the case of all budgeted Library job vacancies, post a notice of such at the Main Library and the Allwood branch, stating the title and salary of the available position in which the vacancy occurs. Said posting does not commit the Library Board to fill said vacancy.

## ARTICLE IX

### HOSPITALIZATION INSURANCE

A. The Library Board shall continue to provide to all full-time employees, hired on or prior to the date of the signing of the present Agreement, at no cost to said Employees, full Blue Cross and Blue Shield coverage, including comprehensive Blue Cross [with Rider J 365 coverage] and prevailing Blue Shield [with PE Rider J 365 coverage], and the current group major medical insurance for said Employees. The aforementioned coverage will also continue through the end of the calendar year during which each dependent attains his or her twenty-third (23<sup>rd</sup>) birthday, for all dependent members of the immediate family of such Employee, for full-time students at recognized duly certified secondary school or institution of higher learning, pursuing a prescribed course of study at any such school or institution for which course credits are given, or who are "disabled" within the meaning of that term as defined by N.J.S.A. 54:1-2(f).

Coverage shall include a \$10.00 payment for all name-brand prescription drugs, a deductible of \$150.00 for all Employees receiving single coverage and a \$300.00 deductible for all Employees receiving family coverage.

All employees hired after June 20, 2001 will receive the same coverage referenced in paragraph "A" immediately above and pay fifty percent (50%) of the increase in health insurance costs over

the following costs, provided that the employee's contribution shall not exceed the two percent (2%) of the employee's annual salary:

	<u>Medical</u>	<u>Prescription</u>
Single	\$2,786.00	Per Person \$962.00
Parent/Child	\$5,275.00	<u>Dental</u>
Family & H/W	\$7,130.00	Per Employee \$420.00

The new employee's contribution will be paid via regular payroll deduction. When a new employee's status (i.e. Single, Parent/Child or Family & H/W) changes his or her contribution will change accordingly. In the event of such a change in status, the 2% of annual salary limit shall continue to apply.

B. The Library Board will continue to provide to all full-time Employees, through the City at no cost to the Employee, except employees hired after June 20, 2001, a group dental plan with no less coverage than the one presently in force, including orthodontic benefits, for the term of this Agreement.

C. The Library Board will provide a Ten Thousand (\$10,000.00) Dollar life insurance policy for all full-time Employees up to the age of seventy (70). For Employees age seventy (70) and older, said insurance shall be in the amount Two Thousand Five Hundred (\$2,500.00) Dollars, and a One Thousand (\$1,000.00) Dollar policy shall be provided to a retired Employees for the first five (5) years of retirement only.

D. 1. Insurance coverage, as set forth in Paragraphs A and B herein, shall be extended to cover all full-time Employees who retire between the ages of sixty (60) and seventy (70).

2. For any such full-time Employee, to be qualified for retirement benefits under this Section, he shall have retired on or after January 1, 1983, except as modified herein, in compliance with the requirements of the Public Employee Retirement Systems; and, who shall not, at the time of such retirement, have yet attained the age of sixty-five (65) years. However, any retired full-time Employee otherwise qualified for such coverage in accordance with the terms of this Paragraph shall not qualify while: (a) he is employed on a regular basis and, (b) where such employment provides health insurance coverage not less than those specified in Paragraphs A and B herein.

3. In addition, any full-time Employee who retires in accordance with the Public Employee Retirement System on or after January 1, 1987, will be entitled to receive coverage up until such time as the Employee reaches (70) years of age, with the provision over the City shall only pay the premiums for supplementary medical insurance for Employees between the ages of sixty-five (65) and seventy (70), as well as providing benefits under the prescription, major medical and dental programs set forth in Paragraph A and B hereof.

E. The Library Board, through the City, shall provide

optional life insurance coverage for all Employees, except seasonal, part-time Employees. Said life insurance coverage shall be provided, at the option of each Employee, with seventy-five (75%) percent of the cost of same being paid by the respective Employee. Coverage under said life insurance protection shall be in accordance with the scheduled coverage provided under the existing group life insurance plan maintained by the City on behalf of the Library Board.

F. The City and the Association do hereby agree that all Employees covered by this Agreement, as of January 1, 1988, shall be covered by a temporary disability insurance plan provided by the City. Said plan shall require the City and the Employees in question to each pay fifty (50%) percent of the premium cost. Said plan requires that, to be eligible, an Employee must exhaust all accumulated sick leave plus all other requirements set forth by the plan. The obligated premium cost to eligible Employees under this Agreement shall be no more than the premium cost obligation for the Employees who would be under the New Jersey State Disability plan for the duration of the Agreement.

G. The Library Board, may, at its option, change any of the foregoing plans or carriers, so long as substantially similar coverage is provided.

H. The Library Board, through the City, agrees to provide a copy of each insurance plan covering Employees under this

Agreement, upon written request from the President of the Association.

## ARTICLE X

### SICK LEAVE, PERSONAL DAYS, TERMINAL LEAVE

#### A. Sick Leave and Personal Days

1. Sick leave is hereby defined to mean the absence from post of duty of an Employee because of an illness, accident, exposure to contagious disease, or attendance upon a seriously ill member of the Employee's immediate family requiring the care and attendance of such Employee. It may also be defined as an absence caused by death in the immediate family of such Employee, above and beyond, bereavement leave, as defined in Article XII of this Agreement.

2. Employees may utilize accumulated sick days when personal days are needed, but personal days have been exhausted.

3. All full-time employees shall be entitled to two (2) personal days in each calendar year.

4. The following regulations apply to personal days:

(a) All personal days must be requested in writing at least one (1) week in advance, except in cases of extreme emergency.

(b) Personal days may not be utilized in connection with vacation leave.

(c) Commencing January 1, 1985, there shall be no further accumulation of personal days from year to year, except that personal days accumulated as of January 1, 1985 may be taken

at any time thereafter. It is understood that a request to take a personal day on a specific day shall not be unreasonably denied. It is further understood that so long as the Director's decision is based on objective coverage needs, a denial of a requested personal day shall be deemed per se reasonable for purposes of this Section.

(d) One or more of the following categories are eligible reasons for taking personal days:

- (1) Death (except as indicated in Article XII)
- (2) Court Order
- (3) Religious observance
- (4) Personal affairs of a non-recreational nature.

(e) Personal days may be taken in one-quarter day (1.75 hour) increments.

B. During the first year of employment, Employees will earn one (1) sick leave day for each month worked. During the second year of employment and each year thereafter, Employees will earn fifteen (15) working days for sick leave. Following the completion of five (5) years of service, an Employee will be credited with the fifteen (15) days of sick leave on January 1, although such days may not have been earned for the year. In the event the Employee leaves the service of the Library for any reason thereafter, the Employee will reimburse the Library for any such credited and used, although not earned, days.

C. A part-time Employee, as defined in Article II of this Agreement, shall accrue sick leave credit on a proportionate basis based upon the number of hours worked in the preceding year. In the event a part-time employee leaves the service of the Library for any reason, the part-time employee shall reimburse the Library for any such sick days which were used, but not earned.

D. If any Employee of the Library requires none or only a portion of such allowable sick leave for any calendar year, the amount of such leave not taken shall accumulate to his credit from year to year, subject to the provisions of Paragraph F below and such Employee shall be entitled annually to the calculation from the date of the Employee's appointment to the Library staff.

E. In the case of an illness of chronic or recurring nature causing an Employee's periodic or repeated absence from duty for one (1) day or less, only one (1) medical certificate shall be required for every six (6) month period as a sufficient need of leave of absence of the Employee; provided, however, the certificate must specify the chronic or recurring nature of the illness which is likely to cause subsequent absences from employment.

F. The Library Board or its representatives may require an Employee who has been absent because of personal illness, as a condition of his return to duty, to be examined at the expense of the Library, by a physician designated by the Board or its

representative. Such examination shall establish whether the Employee is capable of performing his normal duties, and that his return will not jeopardize the health of other Employees. In the event an employee is out for five or more consecutive days, the employee shall provide a doctor's note from the employee's doctor which states that the employee was not physically able to work for the time specified and that the employee is authorized to return to work.

G. During the term of this Agreement, any full-time Employee who shall commence terminal leave on or after January 1, 1983, which shall be a prelude to final retirement, shall be entitled to a terminal leave benefit of fifty (50%) percent of accumulated earned sick days provided that:

(i) Terminal leave shall not exceed forty-five (45) days for employees hired on or after June 20, 2001 and ninety (90) days for employees hired prior to June 20, 2001, except that those full-time Employees who have accumulated more than one hundred eighty (180) earned sick days as of December 31, 1984 shall be entitled to a terminal leave upon retirement of fifty (50%) percent of the accumulated earned sick days as of December 31, 1984; and

- (ii) Commencing January 1, 1985, at the end of each calendar year, any full-time Employee who has accumulated in excess of one hundred eighty (180) sick days shall have the right to be paid an attendance payment equal to fifty (50%) percent of the sick days earned in and not used in that calendar year. The attendance payment shall be made within one (1) month of the close of the calendar year in which it is earned. Any full-time Employee seeking to exercise his right to an attendance payment must make a request for same, in writing, on or before January 15<sup>th</sup> in the year following the year in which the attendance payment was earned.
- (iii) Notwithstanding the provisions of Sub-Paragraph (ii) above, the Library Board shall have the option to grant the full-time Employee additional terminal leave [which shall exceed the applicable limitation specified in Sub-Paragraph (i)] in lieu of the attendance payment. A substitution of additional terminal leave for attendance payment shall be on a one-to-one basis [one (1) day of terminal leave in lieu of each day

of attendance pay not paid].

H. The terminal leave benefit due any full-time Employee or his estate may be paid to said Employee or estate in either of the two (2) following manners which may be selected by said retiring Employee or estate:

1. The total salary due such full-time Employee for such terminal leave shall be-paid in equal bi-weekly installments as shown and authorized by the Library's regular payroll as proof of payment during the period of such terminal leave.

2. A lump sum payment option as follows:

Initial payment in the year in which the full-time Employee retires will be limited to the total salary funds available in the Municipal Budget during the retirement year. The balance, if any, is to be paid within one hundred twenty (120) days after the adoption of the Municipal Budget in the year following the year of retirement.

3. Upon selection of a lump sum payment, the retiring full-time Employee waives any rights to benefits which may have been or will be negotiated during the year in which he retires. Thus, there will be no "pyramiding of benefits".

## ARTICLE XI

### LEAVES OF ABSENCE

A. In the event a covered Employee is disabled, either through injury or illness which is not as a result of or arising from employment, and such injury or illness is certified as such by a physician chosen by the Library, such Employee may be granted by the Library a special leave of absence without pay for such period of time as the physician chosen by the Library shall certify is required to heal or cure such injury or illness sufficiently for the Employee to resume the normal and usual duties of employment.

B. Such special leave of absence without pay shall not be granted for a period of more than six (6) months from the date of commencement of such injury or illness.

C. Not more than one (1) additional consecutive leave of absence without pay, not to exceed six (6) months, may be granted to such Employee by the Library Board. Furthermore, prior to the granting of each additional leave of absence, the physician chosen by the Library shall certify that the additional leave(s) of absence is required to heal or cure such injury or illness sufficiently for the Employee to resume the normal or usual duties of employment.

D. In the event the physician chosen by the Library, based upon medical doctor's written report as well as his own written analysis, does not certify that the injury or illness, for which a

leave of absence is sought, can be healed or cured within one (1) year of the date of occurrence of such injury or illness, no leave of absence may be granted under this regulation.

E. Non-medical leave of absence shall be granted in accordance with the prevailing Civil Service Rules and Regulations.

## ARTICLE XII

### BEREAVEMENT LEAVE

A. Full-time Employees covered by this Agreement shall be granted a leave of absence without loss of regular pay, for death in the immediate family for a period not to exceed three (3) days, provided that they are taken within five (5) calendar days of the date of death and further provided that one (1) of the three days shall either be the day of death or the day of the funeral of the deceased.

B. The immediate family, for purposes of this section, is defined as spouse, parent, step-parent, child, step-child, brother, sister, father-in-law, mother-in-law, grandchild, grandparent, or any other relative residing in the Employee's household. In the event of the death of a grandparent-in-law, brother-in-law, sister-in-law, aunt or uncle, the full-time Employee shall be entitled to a leave of absence, without loss of regular pay, for the day of the funeral of the deceased.

C. Reasonable verification of the death may be required by the Library.

D. It is the intention of this Article that the full-time Employee will suffer no loss of regular pay for the time period specified above. In the event, however, that the full-time

Employee is already receiving payment in the form of vacation pay or other compensation from the Library, the full-time Employee shall receive reimbursement of said compensation days.

## ARTICLE XIII

### VACATIONS

A. Commencing January 1, 1984, Employees covered under this Agreement will be entitled to the following vacation benefits:

First Year	One (1) Working Day of Vacation for Each Month of Service
2 to 5 Years	Fourteen (14) Working Days of vacation
6 to 10 Years	Sixteen (16) Working Days of vacation
11 to 15 Years	Eighteen (18) Working Days of vacation
16 to 20 Years	Twenty (20) Working Days of vacation
21 to 25 Years	Twenty-One (21) Working Days of Vacation

Commencing August 1, 1996, employees with over 25 years shall be entitled to the following:

Over 25 Years	Twenty-Four (24) Working Days of vacation
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B. All Library Employees will be required to submit their vacation requests in order that they may be acted upon by the Library Board at its regularly scheduled February meeting.

C. Employees shall be permitted to carry over three (3) vacation days to be utilized in the succeeding year.

D. A part-time Employee, as defined in Article II of this Agreement, shall accrue vacation leave credit on a proportionate basis based upon the number of hours worked in the preceding year.

E. For vacation purposes only, a scheduled Saturday shall be treated as any work day. A proposed vacation schedule shall not be

denied solely on the ground that the proposed first or last vacation day in said schedule is a normally scheduled Saturday for that particular Employee.

F. Vacation leave may be utilized in one-half day increments to a total of four-half days, subject to scheduling approval by the Director and the Library Board.

G. In the event an employee leaves the service of the Library for any reason, the employee shall reimburse the Library for any such vacation days which were used, but not earned.

## ARTICLE XIV

### HOLIDAYS

A. The following holidays shall be paid holidays to all full-time Employees covered under this Agreement:

New Year's Day

Dr. Martin Luther King's Birthday

Lincoln's Birthday

Washington's Birthday (Presidents' Day)

Good Friday

Memorial Day

Independence Day

Labor Day

Columbus Day

Election Day

Veterans Day

Thanksgiving Day

Christmas Eve

Christmas

B. To be eligible for holiday pay, a full-time Employee must work the day before and the day after the holiday or be on excused absence. An excused absence is defined as a sick day, bereavement leave, vacation leave or personal leave. For purposes of this Article only, the first sick day taken by an Employee shall qualify as an excused absence without the necessity

of the presentment of a physician's note. Thereafter, a sick day shall qualify as an excused absence only if accompanied by a physicians note.

C. Full-time Employees shall be entitled to one (1) additional day of vacation for each paid holiday which occurs during such Employee's vacation.

## ARTICLE XV

### SALARIES

A. The percentage wage increases for the calendar years 2000, 2001, 2002 and 2003 shall be as follows:

2000	-	3.00%
2001	-	3.00%
2002	-	3.00%
2003	-	3.00%

B. All those Employees on the payroll as of January 1, 2000, shall be entitled to the full retroactive application of the wage increase provided herein. However, any Employee who does not work the full year during that retroactive period will only be entitled to a proportionate amount of increase and retroactive pay pursuant to the number of days said Employee worked during that year.

C. Employees hired after June 20, 2001 will be hired pursuant to the salary scale which was in effect on January 1 five years prior to the year in which the new employee is hired.

D. Part-time Employees shall receive a step increase only after they have worked 1,820 hours in each step.

## ARTICLE XVI

### LONGEVITY

A. In addition to the salary noted in Article XV, longevity pay will be paid to full-time Employees as follows, as determined by employment anniversary date:

	Percentage of Base Salary <u>Per Annum</u>
After Five (5) Years of Service to the Tenth (10th) Year Inclusive	2.5%
From the Eleventh (11th) Year to the Fifteenth (15th) Year Inclusive	5.0%
From the Sixteenth (16th) Year to the Twentieth (20th) Year Inclusive	7.5%
From the Twenty-first (21st) Year and Thereafter	10.0%

B. If a full-time Employee's starting date falls between January 1 and June 30th, inclusive, of a given year, his anniversary date for purposes of this Section shall be deemed to be January 1<sup>st</sup> of that year. When a full-time Employee's starting date falls between July 1<sup>st</sup> and December 31<sup>st</sup>, inclusive of a given year, his anniversary date for purpose of this Section shall be deemed to July 1st of that year.

C. This Article does not apply to those employees hired after August 1, 1996.

## ARTICLE XVII

### EMERGENCY PAY

A. Any Employee called into work in addition to his regularly scheduled hours shall be guaranteed two (2) hours pay at that Employee's overtime rate.

B. This call-in provision shall not apply when an Employee is called to report early for a shift and works until the regular shift ends, or when an Employee is held over on duty after regular shift.

## ARTICLE XVIII

### HOURS OF WORK

#### A. Work Week

The official work week is established at thirty-five (35) hours per week.

#### B. Schedules

The scheduling of Library Employees to meet the commitment of service to the public remains the Library Board's prerogative. All rules and regulations as to time and hours of operation shall be established by the Library Board or its representative. It is understood that the term "operation", as used in this Section, includes hours which the Library deems the services of its Employees are required, regardless of whether the library is open to the public during those hours. It is further understood that the Association does not waive any right it has under law to negotiate with respect to the number of hours and the number of days Employees are required to work.

No full-time Employee's schedule shall be altered for more than six (6) weeks due to a request by any other Employee without the consent of that full-time Employee. Schedules may be altered to accommodate the Library's needs. Scheduling remains within the discretion of the Director.

#### C. Overtime

1. The building maintenance staff will be compensated

at a rate of pay which shall be time and one-half (1-1/2) for all work in excess of thirty-five (35) hours per week.

2. All of the staff members will receive compensatory time at the rate of time and one-half (1-1/2) for all work in excess of thirty-five (35) hours per week, except when an Employee is working to make up one (1) hour of work from the previous week missed, that make-up time shall not be considered for purposes of overtime, and except for time worked on Sundays as provided in Sub-Paragraph J below. Employees may use compensatory time for sick time.

3. Overtime is considered to be time which has been worked in excess of thirty-five (35) hours in order to accommodate the needs of the Library, except as noted in Subsection 2 above.

4. Overtime must be approved in advance by the Director.

5. No credit will be allowed for extra time worked which did not have the approval of the Director.

6. The Director shall schedule compensatory time off for an Employee within sixty (60) days of the week in which it is earned. If the compensatory time off is not scheduled within the sixty (60) days, then the Employee shall receive his/her overtime pay within thirty (30) days thereafter. The Library may, at any time prior to expiration of the sixty (60) days, pay an Employee overtime compensation. Full-time Employees may accumulate no more than forty (40) hours of compensatory time.

D. 1. For purposes of this Agreement, the following time limits are established in order to determine the Employee's overall work week in conjunction with varying fringe benefits. They are: holidays, sick days, and vacation days are considered to be of seven (7) hour nature.

2. A quarter of a day is one and three-quarters (13/4) hours and a half-day equals three and one-half (3-1/2) hours.

3. If a staff member falls short of the required scheduled hours in a given week, the Employee will be paid only for those hours worked.

E. The Library may require a staff member to work every other Saturday as part of their regular schedule. No member shall be scheduled to work consecutive Saturdays, except when a staff member needs to be free on a Saturday on which he or she is scheduled, that staff member may switch Saturdays with another staff member upon the approval of the Director. This is the only exception upon which consecutive Saturdays will be worked.

F. The Library may require a staff member to work two (2) evenings each week as part of their regular schedule.

G. Each staff member shall be entitled to one (1) hour for lunch or dinner each day that he works a full seven (7) hour day. The particular hour for either lunch or dinner will be established at the direction of the Director and in emergencies,

the Director shall have the authority to alter lunch or dinner schedules accordingly.

H. If a staff member works a split day between the Main and Allwood Libraries, one-half ( $\frac{1}{2}$ ) hour travel time will be allowed.

I. Holidays

The Library shall have the option of opening the Main Library on the following holidays:

Dr. Martin Luther King's Birthday

Lincoln's Birthday

Washington's Birthday (Presidents' Day)

Columbus Day

Veterans Day

Election Day

The Library shall ask for Employees to volunteer to work these holidays listed in this Sub-Paragraph which the Library chooses to have the Main Library to be open. In the event an insufficient number of Employees volunteer to staff the Library on those days, the Library may, at its option, schedule Employees hired after January 15, 1988 to work. Employees working on these holidays will be paid straight-time for the hours which they work, in addition to their normal holiday pay.

J. Sundays

The Library shall have the option of opening the Main Library on Sundays. The Library shall ask for Employees to volunteer to

work those Sundays which the Library chooses to have the Main Library open. All Employees shall be placed on one of two seniority lists: a full-time list and a part-time list. The Library shall utilize the full-time seniority list first in filling its requirements for Sunday hours. In seniority order by title, full-time Employees will be offered a maximum of two (2) Sundays per month. When the full-time list is exhausted, the staff on the part-time list in seniority order by title will be offered one Sunday and only when the part-time list is exhausted will they be offered a second Sunday.

In the event an insufficient number of Employees volunteer to staff the Library on those Sundays, the Library may, at its option, schedule Employees hired after January 15, 1988 to work. Employees working on Sundays shall be compensated at a rate of time and one-half (1-1/2).

K. The Library shall not require Employees hired on or before January 15, 1988 to work on Sundays and holidays. It is the understanding of the parties that this restriction was bargained for in exchange for the Sunday and holiday provisions contained in Sub-Paragraph I and J above. It is the intention of the parties that this restriction survive the termination of this Agreement and be incorporated into all future Agreements between the parties.

L. The Library shall be closed on the following dates and times:

Saturday of Labor Day Weekend

Mother's Day

6:00 P.M. on the Wednesday before Thanksgiving

5:00 P.M. on New Year's Eve Day

## ARTICLE XIX

### CLOTHING ALLOWANCE

A. The Library will provide full-time Employees engaged in maintenance with clothing valued at \$325.00. The Library will provide part-time Employees engaged in maintenance with clothing valued at \$175.00.

## ARTICLE XX

### TEMPORARY ASSIGNMENTS

All transfers or assignments shall be in Accordance with existing rules and regulations of the New Jersey State Department of Civil Service.

## ARTICLE XXI

### CCEA EXECUTIVE BOARD MEETINGS

One CCEA representative may attend CCEA Executive Board meetings up to four (4) times per year on library time with a limit of 90 minutes per meeting, unless the meeting is attended in conjunction with the representative's lunch hour, in which case the employee may be absent from the Library for up to 150 minutes. This section shall not apply to representatives attending bargaining sessions.

## ARTICLE XXII

### DEATH BENEFITS

A. The Library shall pay to a surviving spouse, if any, or, if none, to the estate of covered Employees who have died during the period in which they were an active Employee, compensation for all unused compensatory time, plus overtime, holiday and earned vacation time.

B. The compensation under the provisions of this Article shall be computed at the wage scale at the time of the accumulation.

## ARTICLE XXIII

### PERSONNEL FILES

A. The Library agrees to permit each Employee an examination of his or personnel file twice during each calendar year upon written prior request by the Employee. Each inspection shall take place in a private location provided by the Library at reasonable hours during the day.

B. The Library may require that such inspection and examination take place in the presence of a Library-designated agent, and the Employee may have a third party present during such inspection.

C. No document shall be inserted in any Employee's personnel file which has not been signed and dated with the date of insertion by the person inserting same in the file.

D. The Employee shall be permitted to copy all documents contained in this personnel file, but shall be subject to the usual Library charge for the copying of such documents.

ARTICLE XXIV

EQUIPMENT

A. All motor vehicles used by Employees covered under this Agreement shall be maintained by the Library in safe and proper service condition in accordance with State Law.

B. The Library shall provide safety equipment for all Employees performing assignments requiring such equipment.

ARTICLE XXV

AGENCY SHOP

A. Beginning January 1, 1983, the Library Board, through the City, agreed to deduct the fair share fee from the earning of those Employees who elect not to become members of the Association and transmit the fee to the majority representative.

B. The deduction shall commence for each employee who elects not to become a member of the Association during the month following written notice from the Association of the amount of the fair share assessment. A Copy of the written notice of the amount of the fair share assessment must be furnished to the New Jersey Public Employment Relations Commission.

C. The fair share fee for services rendered by the Association shall be in an amount equal to the regular membership dues, initiation fees and assessments of the Association, less the cost of benefits financed through the dues and available only to members of the Association, but in no event shall the fee exceed eighty-five (85%) percent of the regular membership dues, fees and assessments.

D. The sum representing the fair share fee shall not reflect the cost of financial support of political causes of candidates, except to the extent necessary for the Association to engage in lobbying activities designed to foster its policy goals in collective negotiations and contract administration, and to secure

for the Employees it represents advances in wages, hours, and other conditions of employment which ordinarily cannot be secured through collective negotiations with the Library Board.

E. Prior to January 1st and July 31st of each year, the Association shall provide advance written notice to the New Jersey Public Employment Relations Commission, the Library Board and to all Employees within the unit, the information necessary to compute the fair share fee for the services enumerated above.

F. The Association shall establish and maintain a procedure whereby any Employee can challenge the assessment as computed by the Association. This procedure shall be consistent with the requirements of the New Jersey Employer-Employee Relations Act and the Constitution of the United States. This appeal procedure shall in no way involve the Library Board or require the Library Board to take any action other than to hold the fee in escrow pending resolution of this appeal.

G. The Association shall indemnify, defend and save the Library Board harmless against any and all claims, demands, suits or other forms of liability which shall arise out of or by reason of action taken by the City in reliance upon salary deduction authorization cards or the fair share assessment information as furnished by the Association to the Library Board, or in reliance upon the official notification on the letterhead of the Association

and signed by the President of the Association advising of such changed deductions.

H. Membership in the Association is separate, apart and distinct from the assumption by one of the equal obligations to the extent that he has received equal benefits. The Association is required under this Agreement to represent all the Employees in the bargaining unit fairly and equally, without regard to the Association membership. The terms of this Agreement have been made for all Employees in the bargaining unit, and not only for members in the Association, and this Agreement has been executed by the Library Board after it has satisfied itself that the Association is a proper majority representative.

## ARTICLE XXVI

### SEPARABILITY AND SAVINGS

If any provision of this Agreement or any application of this Agreement to any Employee or group of Employees is held invalid by operation of law or by a Court or other tribunal of competent jurisdiction, such provision shall be inoperative, but all other provisions shall not be affected thereby and shall continue in full force and effect.

## ARTICLE XXVII

### COMPLETENESS OF AGREEMENT

A. This Agreement represents and incorporates the complete and final understanding and settlement by the parties on all bargainable issues which were or could have been the subject of negotiations.

B. During the term of this Agreement, neither party will be required to negotiate with respect to any matter, whether or not covered by this Agreement, unless one party requests the negotiation of such in writing and the other party agrees to such in writing. This does not bind either party to come into a mutual agreement on the matter(s) in question.

C. Any modification of the Agreement, in whole or in part, shall be in writing, duly executed by all parties.

## ARTICLE XXVIII

### MAINTENANCE OF WORK OPERATIONS

A. It is recognized by the parties that the need for continued and uninterrupted operation of the Library's services is of paramount importance to the citizens of the community and that there should be no interference with such operation.

B. The Association covenants and agrees that during the term of this Agreement, neither the Association nor any person Acting in its behalf will cause, authorize or support, nor will any of its members take part in, any strike (i.e., the concerted failure to report for duty, or willful absence of an Employee from his position, or stoppage of work or abstinence in whole or in part, in the full, faithful and proper performance of the Employee's duties of employment), work stoppage, slow down, walk out or other job action against the Library.

C. The Association will not be responsible for any unauthorized actions of its members. However, the Association agrees it will do everything in its power to prevent its members from participating in any strike, work stoppage, slow down, or other activity aforementioned including, but not limited to, publicly disavowing such action and directing all such members to participate in such activities to cease and desist from same immediately and return to work, along with such other steps as may

be necessary under the circumstances, and to bring about compliance with its order.

D. In the event of a strike, slow down, walk out, or job action, it is covenanted and agreed that participation in any such activity by the Association or members of such shall entitle the Library Board to take appropriate disciplinary action, including possible discharge, in accordance with applicable law.

E. Nothing contained in this Agreement shall be construed to limit or restrict the Library Board in its rights to seek and obtain such judicial relief as it may be entitle to have in law or in equity for injunctions or damages, or both, in the event of such breach by the Association or its members.

## ARTICLE XXIX

### RESIDENCY

The Employer agrees that no regular Employee shall be required to live within the City of Clifton unless such residency requirement is specifically mandated by New Jersey Statute. In the event that a residency requirement become optional, the Employer agrees not to use said option.

No Employee shall be discriminated against with regard to assignment, promotion or any other term or conditions of employment due to the place of his or her residence.

## ARTICLE XXX

### MATERNITY LEAVE

Female Employees shall advise the Employer of a pregnancy. The rights of a female Employee shall include but not be limited to the following provisions:

1. The female employee shall be permitted to work her normal duties so long as such work is permitted by a doctor's note. The doctor shall be a physician of the female employee's own choosing.
  
2. A female employee with one (1) year or more of Service shall be granted, on thirty (30) days notice, maternity leave without pay, for up to sixteen (16) weeks duration and shall be returned to work without loss of seniority or benefits provided that she notifies the Employer no later than eight (8) weeks after the beginning of the leave that she intends to return. During these sixteen weeks, the female employee may use accumulated sick time, compensatory time off, and any other accumulated sick time, compensatory time off, and any other accumulated time benefits which she may have in order to be paid for some or all of the sixteen weeks of leave.

3. The female employee shall at all times be kept at full benefits. During the time of the leave, the employee shall not earn vacation or sick days during the period of maternity leave.

4. Upon return to active duty status, the female employee shall be placed in the same or equivalent position which she held before departing from maternity status provided that there has been no reduction in force or layoff.

5. This Article shall not be used more than once every twenty-four (24) months.

ARTICLE XXXI

TERM AND RENEWAL

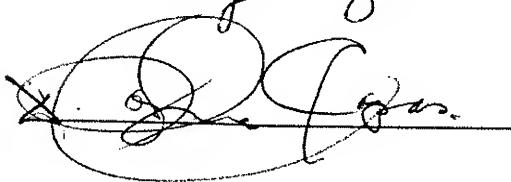
This Contract is to be a four-year contract beginning January 1, 2000 and running through December 31, 2003.

Negotiations for a successor Agreement shall, be in accordance with the rules of the Public Employment Relations Commission.

IN WITNESS WHEREOF, the parties have hereunto set their hand  
and seals on this 20th day of June, 2001.

CLIFTON PUBLIC LIBRARY  
BOARD OF TRUSTEES

CITY OF CLIFTON EMPLOYEES  
ASSOCIATION (LIBRARY UNIT)

Kathy Sager  


Robert M. Hinch  
Kathleen Willard

Rosanne Bregman

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